

# Application for Federal Assistance SF-424

Version 02

*1. Type of Submission		*2. Type of Application		*If Revision, select appropriate letter(s):	
<input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		<input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		* Other (Specify)	
*3. Date Received:		4. Application Identifier:			
5a. Federal Entity Identifier:			*5b. Federal Award Identifier:		
<b>State Use Only:</b>					
6. Date Received by State:			7. State Application Identifier:		
<b>8. APPLICANT INFORMATION:</b>					
* a. Legal Name: Heritage Health Foundation, Inc. DBA Heritage Community Initiatives					
* b. Employer/Taxpayer Identification Number (EIN/TIN):			*c. Organizational DUNS:		
(b) (6)			963982244		
d. Address:					
*Street1: 820 Braddock Avenue					
Street 2:					
*City: Braddock					
County: Allegheny					
*State: Pennsylvania					
Province:					
Country: USA			*Zip/ Postal Code: 15104		
e. Organizational Unit:					
Department Name:			Division Name:		
Heritage Community Initiatives					
f. Name and contact information of person to be contacted on matters involving this application:					
Prefix: Ms.		First Name: Michele			
Middle Name: R.					
*Last Name: Atkins					
Suffix:					
Title: Interim President and CEO					
Organizational Affiliation:					
Heritage Health Foundation, Inc. DBA Heritage Community Initiatives					
820 Braddock Avenue					
Braddock, Pennsylvania 15104					
*Telephone Number: 412-351-0535			Fax Number: 412-351-0509		
*Email: matkins@heritagecommunityinitiatives.org					



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9. Type of Applicant 1: Select Applicant Type: M. Nonprofit

Type of Applicant 2: Select Applicant Type:

- Select One -

Type of Applicant 3: Select Applicant Type:

- Select One -

\*Other (specify):

\*10. Name of Federal Agency:

EPA: Environmental Protection Agency

11. Catalog of Federal Domestic Assistance Number:

66.815

CFDA Title:

Brownfields Job Training Grant

\*12. Funding Opportunity Number: EPA-OSWER-OBLR-09-07

\*Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Upper Monongahela Valley and Turtle Creek Valley communities located in Allegheny County, Pennsylvania.

\*15. Descriptive Title of Applicant's Project:

Job training program preparing 60 eligible trainees for entry-level jobs in deconstruction, urban ecological restoration, and environmental field technician employment. Program will provide training and case management support to insure trainee's success.

**Attach supporting documents as specified in agency instructions.**



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16. Congressional Districts Of:

\*a. Applicant

PA - 14, PA - 18

\*b. Program/Project:

PA - 14, PA - 18

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

\*a. Start Date: 10/1/10

\*b. End Date: 8/30/2012

18. Estimated Funding (\$):

\*a. Federal

\$200,000.00

\*d. Local

\*b. Applicant

\*e. Other

\$173,500.00

\*c. State

\*f. Program Income

\*d. Local

\*g. TOTAL

\$373,500.00

\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E.O. 12372

\*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

☐ Yes

☒ No

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☐ \*\*I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Ms.

\*First Name: Michele

Middle Name: R.

\*Last Name: Atkins

Suffix:

\*Title: Interim President and CEO

\*Telephone Number: 412-351-0535

Fax Number: 412-351-0509

\*Email: matkins@heritagecommunityinitiatives.org

\*Signature of Authorized Representative: *Michele Atkins* Date Signed: 7-9-10



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### \*Applicant Federal Debt Delinquency Explanation

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.





# INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the Federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:	Item	Entry:
1.	<b>Type of Submission:</b> (Required): Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> <li>• Preapplication</li> <li>• Application</li> <li>• Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.</li> </ul>	10.	<b>Name Of Federal Agency:</b> (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
2.	<b>Type of Application:</b> (Required) Select one type of application in accordance with agency instructions. <ul style="list-style-type: none"> <li>• New – An application that is being submitted to an agency for the first time.</li> <li>• Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.</li> <li>• Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. <ul style="list-style-type: none"> <li>A. Increase Award      B. Decrease Award</li> <li>C. Increase Duration    D. Decrease Duration</li> <li>E. Other (specify)</li> </ul> </li> </ul>	11.	<b>Catalog Of Federal Domestic Assistance Number/Title:</b> Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
3.	<b>Date Received:</b> Leave this field blank. This date will be assigned by the Federal agency.	12.	<b>Funding Opportunity Number/Title:</b> (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
4.	<b>Applicant Identifier:</b> Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.	13.	<b>Competition Identification Number/Title:</b> Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
5a.	<b>Federal Entity Identifier:</b> Enter the number assigned to your organization by the Federal Agency, if any.	14.	<b>Areas Affected By Project:</b> List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
5b.	<b>Federal Award Identifier:</b> For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.	15.	<b>Descriptive Title of Applicant's Project:</b> (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.
6.	<b>Date Received by State:</b> Leave this field blank. This date will be assigned by the State, if applicable.	16.	<b>Congressional Districts Of:</b> (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5 <sup>th</sup> district, CA-012 for California 12 <sup>th</sup> district, NC-103 for North Carolina's 103 <sup>rd</sup> district. <ul style="list-style-type: none"> <li>• If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland.</li> <li>• If nationwide, i.e. all districts within all states are affected, enter US-all.</li> <li>• If the program/project is outside the US, enter 00-000.</li> </ul>
7.	<b>State Application Identifier:</b> Leave this field blank. This identifier will be assigned by the State, if applicable.	17.	<b>Proposed Project Start and End Dates:</b> (Required) Enter the proposed start date and end date of the project.
8.	<b>Applicant Information:</b> Enter the following in accordance with agency instructions: <ul style="list-style-type: none"> <li>a. <b>Legal Name:</b> (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website.</li> <li>b. <b>Employer/Taxpayer Number (EIN/TIN):</b> (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.</li> <li>c. <b>Organizational DUNS:</b> (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.</li> <li>d. <b>Address:</b> Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).</li> <li>e. <b>Organizational Unit:</b> Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the</li> </ul>	18.	<b>Estimated Funding:</b> (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
		19.	<b>Is Application Subject to Review by State Under Executive Order 12372 Process?</b> Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the



	assistance activity, if applicable. <b>f. Name and contact information of person to be contacted on matters involving this application:</b> Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.		State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State																								
		20.	<b>Is the Applicant Delinquent on any Federal Debt?</b> (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.  If yes, include an explanation on the continuation sheet.																								
9.	Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.	21.	<b>Authorized Representative:</b> (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)																								
	<table border="0"> <tr> <td>A. State Government</td><td>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)</td></tr> <tr> <td>B. County Government</td><td>N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)</td></tr> <tr> <td>C. City or Township Government</td><td>O. Private Institution of Higher Education</td></tr> <tr> <td>D. Special District Government</td><td>P. Individual</td></tr> <tr> <td>E. Regional Organization</td><td>Q. For-Profit Organization (Other than Small Business)</td></tr> <tr> <td>F. U.S. Territory or Possession</td><td>R. Small Business</td></tr> <tr> <td>G. Independent School District</td><td>S. Hispanic-serving Institution</td></tr> <tr> <td>H. Public/State Controlled Institution of Higher Education</td><td>T. Historically Black Colleges and Universities (HBCUs)</td></tr> <tr> <td>I. Indian/Native American Tribal Government (Federally Recognized)</td><td>U. Tribally Controlled Colleges and Universities (TCCUs)</td></tr> <tr> <td>J. Indian/Native American Tribal Government (Other than Federally Recognized)</td><td>V. Alaska Native and Native Hawaiian Serving Institutions</td></tr> <tr> <td>K. Indian/Native American Tribally Designated Organization</td><td>W. Non-domestic (non-US) Entity</td></tr> <tr> <td>L. Public/Indian Housing Authority</td><td>X. Other (specify)</td></tr> </table>	A. State Government	M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)	B. County Government	N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)	C. City or Township Government	O. Private Institution of Higher Education	D. Special District Government	P. Individual	E. Regional Organization	Q. For-Profit Organization (Other than Small Business)	F. U.S. Territory or Possession	R. Small Business	G. Independent School District	S. Hispanic-serving Institution	H. Public/State Controlled Institution of Higher Education	T. Historically Black Colleges and Universities (HBCUs)	I. Indian/Native American Tribal Government (Federally Recognized)	U. Tribally Controlled Colleges and Universities (TCCUs)	J. Indian/Native American Tribal Government (Other than Federally Recognized)	V. Alaska Native and Native Hawaiian Serving Institutions	K. Indian/Native American Tribally Designated Organization	W. Non-domestic (non-US) Entity	L. Public/Indian Housing Authority	X. Other (specify)		
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# BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

## SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$ 200,000.00	\$	200,000.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 200,000.00	\$ 0.00	200,000.00

## SECTION B - BUDGET CATEGORIES

Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					Total (5)
	(1)	(2)	(3)	(4)	(5)	
a. Personnel	\$ 87,579.00	\$	\$	\$	\$	87,579.00
b. Fringe Benefits	18,392.00					18,392.00
c. Travel	4,897.00					4,897.00
d. Equipment						0.00
e. Supplies	4,600.00					4,600.00
f. Contractual	51,032.00					51,032.00
g. Construction						0.00
h. Other	33,500.00					33,500.00
i. Total Direct Charges (sum of 6a-6h)	200,000.00		0.00	0.00	0.00	200,000.00
j. Indirect Charges						0.00
k. TOTALS (sum of 6i and 6j)	\$ 200,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	200,000.00
7. Program Income	\$	\$	\$	\$	\$	0.00

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Previous Edition Usable

Standard Form 424A (Rev. 7-97)  
Prescribed by OMB Circular A-102



SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$	\$	\$ 173,500.00	\$ 173,500.00
9.				
10.				0.00
11.				0.00
12. TOTAL (sum of lines 8-11)	\$ 0.00	\$ 0.00	\$ 173,500.00	\$ 173,500.00

SECTION D - FORECASTED CASH NEEDS				
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter
				4th Quarter
13. Federal	\$ 121,390.52	\$ 11,416.88	\$ 29,744.88	\$ 40,114.38
14. Non-Federal	0.00			
15. TOTAL (sum of lines 13 and 14)	\$ 121,390.52	\$ 11,416.88	\$ 29,744.88	\$ 40,114.38

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16-19)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	22. Indirect Charges:
23. Remarks:	





**Cooperative Agreement Work Plan  
For  
Brownfields Job Training Program**

Heritage Community Initiatives  
820 Braddock Avenue  
Braddock, Pennsylvania 15104  
Michele R. Atkins  
Interim President and CEO  
412-351-0535



## Section 1.0 Project Overview

Heritage is a non-profit community organization with a solid track record of supporting the education, transportation, housing, economic, and workforce development needs of residents and communities throughout the Upper Monongahela and Turtle Creek Valley regions of Southwestern Pennsylvania. Residents of this area have suffered severe economic distress over the last few decades - beginning with the decline of the steel industry in the 1980s up to our nation's current economic crisis. Within the past year, residents lost a treasured local resource, University of Pittsburgh Medical Center (UPMC) Braddock which closed on January 31, 2010 due to financial difficulties. This hospital was a major medical provider for our region and the largest employer of local residents (660+ employees). The short notice has not only complicated transition efforts, it has overloaded the local region's ability to reengage UPMC Braddock's workforce. The closure and subsequent demolition presents an opportunity for deconstruction work and offers us a ready site for trainees to acquire skills.

Heritage's proposed Brownfield Job Training Program will help former UPMC Braddock employees - as well as other unemployed/underemployed local residents - gain the skills necessary for in-demand, entry-level employment in the environmental field. Heritage's proposed Project utilizes strong community partnerships to:

- 1) Train residents with the skills needed for entry-level deconstruction, urban ecological restoration, and environmental field technician employment; and
- 2) Provide support services (utilizing non-EPA funds) such as child care, transportation, social services, basic education, life skills, etc. to ensure that our primarily low-income, socio economically disadvantaged target population has the supports necessary to complete training and make a smooth transition into the workforce.

Heritage's proposed Brownfield Job Training Program will train residents for environmental field technician jobs and for entry-level work in building deconstruction and urban eco-restoration target areas where significant growth is expected in the Pittsburgh region over the next 12-24 months. Construction laborers, which have most of the skill set required by deconstruction and building materials recovery workers, are listed as a High Priority Occupation by the Three Rivers Workforce Investment Board-TRWIB (2009). These occupations are increasing in demand due to growing business opportunities in green industries across our region, many of which will be advanced by the American Recovery & Reinvestment Act (ARRA).

The design of the MOVE IT training program follows a flexible, "plug & train" format to respond to employer-driven demand. This model is composed of the core curriculum, offering skills and certifications common to most environmental jobs, and a specialized curricular component that allows MOVE IT to tailor specific training sessions to Mon Valley employers' needs (optimizing the timely placement of trainees into jobs). For our proposed Project, this specialized component will offer training in skills and knowledge related to deconstruction and urban eco-restoration. These MOVE IT graduates will gain skills and credentials that are not only in-demand, but also flexible - allowing them to adapt to shifts in industry and to become more marketable over time.

### Project Team Structure and Responsibilities

Through project-based experience developing, designing, and implementing green job training programs, Heritage is building an understanding of the training that entry-level workers need and is establishing a network into the local marketplace for these types of jobs. Heritage's programs will reach almost 180 individuals by helping them gain a foothold on the green career ladder.



These programs include:

In 2008, Heritage was awarded a two-year, \$197,000 EPA Brownfield Job Training Grant to train low income, under/unemployed residents living in brownfields-impacted neighborhoods for environmental remediation jobs through MOVE IT. Our goal was to place 75% of graduates in permanent green jobs by Aug 2010. Currently, we have placed approximately 23 graduates in jobs and will be using the remaining months this summer to provide intensive job search and support to the remaining trainees to achieve the stated employment goals of the project.

In 2010, Heritage was awarded a two-year, 1.4 million dollar ARRA Grant from the Department of Labor to provide classroom and on-the-job training to 120 participants. Training materials have been created, OJT sites have been identified, and the first of four sessions began during June of 2010 attracting 29 trainees. There are three additional sessions scheduled between August 2010 and May 2011.

This grant presents an opportunity to leverage Heritage's practical experience and take advantage of existing staff expertise to successfully train, place, and support participants in this program. The proposed staffing pattern is described below:

- Michele R. Atkins – Interim President and CEO, Heritage Community Initiatives. Michele will provide expert guidance and advice to Heritage staff members as they fulfill their project responsibilities.
- John English – Director of Programs, Heritage Community Initiatives. Mr. English will oversee all program activities. He will devote 20 % X FTE to the Project.
- Deborah Lange, PE, RBP—Executive Director, Western Pennsylvania Brownfields Center/Steinbrenner Institute, Carnegie Mellon University. Dr. Lange/CMU will guide curriculum development, serve as core curriculum instructor, and coordinate participants' site visits.

The following positions are shared with our current Department of Labor Grant. Time and salaries will be split between both projects.

- Danae Clark – Curriculum and Instruction Manager, Heritage Community Initiatives. Dr. Clark will create instructional materials for the program and facilitate life skills training for the program.
- Brenda Henry – Outreach Manager, Heritage Community Initiatives. Ms. Henry will provide case management support to program participants through the life of the project.
- Job Placement Manager – Newly created position that will provide job development/placement for both projects.

### Goals and Objectives

Heritage will enroll 50 eligible trainees and conduct two training sessions with 25 participants in each session. Heritage will explore alternate delivery formats during this project offering 300 hours of instruction in order to serve a diverse clientele. The formats offered include a 10-week daytime program and a 12 – 14 week evening and weekend program. The evening/weekend program will be a convenience for those whose work, family, or other daily activities preclude participation in a traditional daytime job training programs.





Each training session will offer life skills, core curriculum instruction, technical training core and specialized certification training, field experience, and guided job search/career skills instruction. Life skills instruction will leverage the use of existing tested materials created for Heritage's Department of Labor Job Training Grant. These materials will be customized and revised based on the needs and experience of the trainees who attend sessions offered by Heritage.

An outline of the goals and objectives of the EPA Brownfields Project follows:

- 1) Provide technical training to low-income, unemployed/underemployed Mon Valley residents living in brownfield-impacted neighborhoods.
  - a. Recruit 50 individuals to participate in two training cycles of 25 individuals each.
  - b. Train our participants in a 300-hour curriculum. The training will take place in the spring and summer of 2011 at a number of sites within the Mon Valley.
  - c. Graduate at least 38 (75%) of the participants who enroll in the project.
  - d. Certification is completed by at least 38 trainees. Graduation requires attendance at 85% of scheduled class time.
- 2) Place our graduates in entry-level jobs in environmentally related fields.
  - a. Place at least 32 (65%) of those completing the training in full-time employment or a program of further education.
  - b. Ensure that workers have transferable skills.
  - c. Maintain regular contact with employees for one year after graduation to insure their continued employment. At least 20 of the 32 program graduates will be on the job after 1 year.
  - d. Demonstrate that new graduates are able to advance in their careers by moving up the career ladder and seeking additional education.
- 3) Enable our participants to gain valuable employability skills through job search and readiness training. Specific objectives include:
  - a. Every graduate will complete a mock employment interview, demonstrating mastery of the subject.
  - b. Every graduate will create a current resume.
- 4) Every graduate will have the level of job and career support they require to successfully achieve their goals.
  - a. Program participants will receive frequent follow-up from project staff during their employment. Calls will be placed to each participant monthly during the Project's one-year tracking period.
  - b. Trainees will be provided additional skill training if their test scores on literacy and problem solving exams are below acceptable levels.
  - c. Heritage staff will work to connect program participants with childcare, social service, and transportation assistance.





Every training cycle will consist of 300 contact hours covering the following course topics:

Phase	Component	Duration (Hours)	Responsibility	Outcome
Orientation	Life Skills Career Skills	30 30	Staff/Allegheny County Dept. of Human Services	Job readiness
Classroom	Core Instruction Computer skills Field Trips	60 20 20	Community College of Allegheny County Carnegie Mellon	Core Knowledge, Computer Skills, Field Experience
Core Technical	HAZWOPER Construction Safety and Asbestos Removal	40 30	Qualified Contractor	Technical Qualifications and Certification
Specialized Classroom	Deconstruction or urban eco restoration	30	Carnegie Mellon	Specialized skills and knowledge
Field Exercise	Integrated reconstruction/envIRON. or eco-restoration	40	Carnegie Mellon Construction Junction	Hands-on Experience
Total		300		

Heritage staff will be in constant contact with employers to identify and respond to their needs for workers. This practice will create possible opportunities for additional or customized training tailored to the needs of the employers who will hire our trainees.

Two class cycles will be conducted beginning March 2011 and June 2011. Proposed schedule for the evening session would be Monday -Thursday, 4 – 10 p.m. and Saturday, 8:30 a.m. – 3 p.m. Daytime classes will meet Monday – Friday, 8:30 a.m. – 4 p.m.

PROJECT SCHEDULE		
October 2010	Employer focus groups, Continue outreach. Procure training contractor. Session 1 planning.	
November 2010 – February 2011 <i>Session 1 Training begins March 21, 2011</i>	Recruitment, screening, and enrollment. Soft skills training. Session 1 class instruction. Employer outreach, career event.	25 trainees enrolled
March 2011 – May 2011	Job readiness confirmation and job placement activities for Session 1 trainees.	
Early May 2011	Environmental Career Event	
May 2011	Session 1 Graduation	19 (75%) Session 1 trainees graduate



May 2011-May 2012	Session 1 Graduate monitoring. Placement and career management efforts continue. Program evaluation.	16 (65%) graduates are employed in the environmental field
March 2011 – June 2011 <i>Session 2 Training begins June 6, 2011.</i>	Session 2 planning. Community outreach, recruitment, screening and enrollment for Session 2.	
June 2011 – August 2011 <i>Session 2 Training begins June 6, 2011</i>	Session 2 Training. Soft skills training. Session 2 class instruction. Employer outreach, informing them of Session 2 class. Career event.	25 trainees enrolled
July 2011 – August 2011	Job readiness confirmation and job placement activities for Session 2 trainees	
Early August 2011	Environmental Career Event	
Mid – August 2011	Session 2 Graduation	19 (75%) Session 2 trainees graduate
August 2011 – August 2012	Session 2 Graduate monitoring. Placement and career management efforts continue. Program evaluation against benchmarks and goals is conducted.	16 (65%) graduates are employed in the environmental field

## Section 2.0 Scope of Work

### Task 1 Project Management and Reporting

An in-house tracking system will be the basis for performance measurement and assurance of compliance with EPA terms and conditions. It will facilitate the timely preparation of quarterly financial and activity reports, entry of the required ACRES data, and final report. Tracking will include intake information identifying trainee candidates, employers, partner agencies, referral sources, progress, and action dates, and other relevant information. MOVE IT staff will connect with each graduate in person or by phone (once a month minimum) and through formal follow-up surveys (completed four times) for one year after training completion. Staff will determine their status, discover any remaining barriers to employment, prepare them for follow-up training (if needed), and gather any other information important to their success.

MOVE IT staff and partner agencies will offer job counseling and help solve employment-related problems, as needed. Staff will evaluate graduates to identify any employment-related problems or possible employment interruptions. Staff will also stay in touch with employers to learn of market conditions that could cause employment reductions or growth. Program activities will be tracked in the existing MOVE IT database, developed during our first EPA Job Training Grant.





## **Task #2 Recruit and Select 50 Trainees**

Public information sessions and the training facilities will be accessible as per ADA requirements and convenient to go to at the times they are scheduled. At the sessions preliminary screening will be done to 1) allow attendees to determine if they are interested, 2) assess attendees' prospects to succeed in the program (needing literacy or life skills training will not preclude them as long as they make a commitment to undertake training for these skills during their program enrollment as well), and 3) discuss basic logistical requirements such as scheduling, child care, and transportation.

We anticipate attendance at the information/screening sessions to be about 300 people, of whom we will enroll the 50 trainees. During this process we will also maintain a waiting list of those interested and preliminarily qualified to 1) keep enrollment up to the maximum level and 2) demonstrate the value of the opportunity to the community and those enrolling in the program. Career and life skills will be offered to program participants to further increase our rate of success by giving the candidates educational resources and tools they need to succeed.

As the result of a careful recruitment and selection campaign, of those 50 trainees we plan to graduate 38 (75%) of the trainees that enter the program and place 32 (65%) of those that graduate. Residents in public housing (at least three thousand residents from information provided by Allegheny County Housing Authority), parents of past and present attendees of the 4 Kids Learning Center that HHFI operates (over three thousand families), the current riders of the JARC-funded WorkLink Community Van Service (over five thousand registered riders), and residents who frequent the Braddock Employment and Training Center (BETC) will be notified of the Brownfields Job Training Program. This is well over ten thousand residents of whom approximately 10% are un-employed or under-employed residents. Recruitment efforts will start through these partner programs to reach those most in need of sustainable employment.

## **Task #3 Community Involvement**

A successful program will result in the placement of 65% of our graduating trainees in entry-level environmental technician jobs. We are also partnering with various local government entities, community organizations, and academic institutions, most of which have been involved in the development of the proposed MOVE IT program and have signed letters indicating their support of our proposed Brownfield Job Training Project. The Borough of Braddock has agreed to provide field exercise sites and to partner with Heritage to develop project sites for CCG activities. The Allegheny County Sanitation Authority (ALCOSAN) is serving as a MOVE IT advisor to guide project activities and is partnering with Heritage to utilize MOVE IT graduates for their Early Action Projects.

The Three Rivers Workforce Investment Board (TRWIB) and the Enterprise Zone Corporation of Braddock (EZCB) are direct connections to business and employer needs of the target area. The TRWIB created a business survey that guided the development of original MOVE IT curriculum and continues to identify the need for skilled workers in the environmental sector. They will connect Heritage to the needs of local employers, provide local workforce assessments, and support curriculum development for the proposed project. EZCB assists business development and job creation in Braddock, North Braddock, Swissvale and Rankin and has agreed to assist in business outreach, curriculum design, and graduate placement elements of the proposed Project. Three additional community groups, Three Rivers Wet Weather, Steel Valley Council of Governments, and the Turtle Creek Valley Council of Governments have agreed to serve as MOVE IT program advisors and provide technical assistance as needed. CareerLink has aided in



curriculum development for our MOVE IT program and is willing to provide additional support in this area.

For the proposed Project, several local businesses - Construction Junction, Gulf Materials, Mele & Mele, Gulf Trading Corporation, U.S. Steel, and Mistick Construction - have made strong commitments to: 1) communicating their specific employee needs; 2) supporting curriculum and field exercise design; and 3) interviewing MOVE IT graduates. Construction Junction, in particular, will host deconstruction/resource recovery exercises for the proposed Project. U.S. Steel has also agreed to host all MOVE IT classroom activities at its Mon Valley Works Training Hub facility.

**Task #4 Create new curriculum materials and repurpose existing curriculum materials that are closely aligned with needs of targeted employers in the local area.**

Heritage currently has the infrastructure and partnerships in place to successfully and expeditiously begin training local residents for environmental jobs through our Mon Valley Environmental Innovative Training (MOVE IT) Program. MOVE IT was initiated in 2008 through support from our first U.S. EPA's Brownfield Job Training Grant in FY 2007. It provides training in "green collar" jobs for under/unemployed residents of our communities. MOVE IT is a unique training model in the Pittsburgh region -1) it relies heavily upon input from local and regionally-based businesses for curriculum development and implementation; and 2) it provides extensive support services (following a case management model) building trusting individual relationships with participants throughout all project stages to address any barriers to program completion and employment. All components are made possible through Heritage's strong community, employer, and university partnerships.

Materials created as a part of prior programs will be reviewed and incorporated into the current instructional plan, leveraging the previous investments of the EPA and DOL. These materials will be customized to the needs of this program and used in conjunction with newly created materials which focus on achieving the projects instructional goals.

Each training cycle will consist of 300 contact hours covering the following topics:

Phase	Component	Duration (Hours)	Responsibility	Outcome
Orientation	Life Skills	30	Staff/Allegheny County Dept. of Human Services	Job readiness
	Career Skills	30		
Classroom	Core Instruction	60	Carnegie Mellon Community College of Allegheny County	Core Knowledge, Computer Skills, Field Experience
	Computer skills	20		
	Field Trips	20		
Core Technical	HAZWOPER	40	Qualified Contractor	Technical Qualifications and Certification
	Construction Safety and Asbestos Removal	30		
Specialized Classroom	Deconstruction or urban eco restoration	30	Carnegie Mellon	Specialized skills and knowledge





Field Exercise	Integrated reconstruction/envIRON. or eco-restoration	30	Carnegie Mellon Construction Junction	Hands-on Experience
Total		300		

The first session's technical training component will focus on deconstruction - many local structures are demolition-ready which will allow for faster placement of graduates. The second session's technical training will concentrate on urban eco-restoration, corresponding with the anticipated timeline for the commencement of its ALCOSAN's Early Action Projects.

Classroom instruction includes introductory energy, construction, and environmental science, on-site problem solving, regulation and documentation, and other relevant material (e.g., survey; GIS; map/plan reading; ecology; and air quality/climate change). Certification training includes HAZWOPER, Construction Safety, and Asbestos Removal Worker. Training specific to our focus industries (i.e., deconstruction, urban eco-restoration) includes: remediation technologies; manufactured soils/habitat, plant and landscape management techniques, water and wastewater management/treatment; deconstruction; materials recovery/waste reduction; green buildings; and minimizing environmental impacts. Each focus area will include targeted classroom lessons, field exercise (planning, mobilization, and written report), and field trips. Field trips will be arranged to several local sites that illustrate the curriculum's subjects such as LEED-certified buildings, buildings under construction, buildings being demolished, and land reclamation sites. Field experiences will allow trainees to demonstrate and synthesize newly acquired skills. They include supervised deconstruction and building materials salvage project and vacant lot reclamation and conversion to a contributing low-maintenance storm water reduction field.

Each student will leave training with a course synopsis and training manual containing all course materials - serving as a readily available reinforcement resource while employed when they need a reference as they exercise their newly acquired knowledge and skills.

#### **Task # 5 Train and Graduate 38 Individuals**

As previously mentioned, Heritage will enroll 50 participants in the proposed Project. We anticipate that 38 (75%) of trainees will complete the program, and our target placement rate of our trainees into environmental jobs is 32 (65%). The Outreach Manager will address retention and attrition by providing case management to connect them to needed services providing support by effectively removing learning, childcare, transportation, and other impediments to successful training participation. The Outreach Manager will also support all students while engaged in training to help them maintain participation.

The Curriculum Manager will facilitate the instructional portion of the program to assure coverage of concepts and to act as a quality assurance for the outside training providers. The curriculum manager will work closely with Dr. Lange of the Steinbrenner Institute at Carnegie Mellon University. The Curriculum Manager will make decisions about repurposing other materials created for earlier EPA and DOL projects. The Curriculum Manager will also create new materials specially designed for this program.

The project will explore an alternative delivery format by considering the possibility of conducting one training session in the evening and on weekends. The decision to pursue this format will be made in consultation with our program officer and will be based on documented need for an evening session.



### **Task # 6 Develop Job Opportunities**

The Job Placement Manager will constantly monitor business development and communicate regularly with our partner employers. The Job Placement Manager will work closely with Dr. Lange to identify openings and secure referrals to green jobs. The Job Placement Manager will make it a priority to seek employers and projects with first-source or local hiring goals (i.e., Mistick Construction). This individual and Heritage Project Leaders will maintain close communication with the Three Rivers Workforce Investment Board (TRWIB), the Enterprise Zone Corporation of Braddock, and other businesses and organizations to keep in touch with the workforce needs of local and regional employers in the environmental, deconstruction and eco-restoration industries. Heritage will leverage our extensive network of community members, program participants, businesses and business development organizations to identify job openings throughout the Mon Valley. Our Job Placement Manager will then work with current/prospective partners to match graduates with employers and to facilitate interviews.

### **Task #7 Place and Track Trainees in Jobs**

The Job Placement Manager will be primarily responsible for job placement with assistance from the Outreach Manager. Both will act under the supervision of the Project Director. The Job Placement Manager will communicate with employers about multiple topics including: workforce and training needs, curriculum feedback, internship opportunities, and job placement.

Graduates will be tracked for a period of one year after program completion. Information will be input into an MS Access database to make information on diverse trainee backgrounds, demographics, schedules, and stages of progress easily accessible. Staff will administer four post-training surveys to evaluate trainee program outcomes. The Project Director will check with employers of recent program graduates regularly to monitor employer satisfaction and help to address any issues or further staffing needs. Our Outreach Manager will maintain regular contact (once a month minimum) with all recently placed graduates to determine their employment status and to provide continued case management support to identify/address any issues serving as a barrier to continued employment and career advancement.





## SECTION 3.0 Outputs/Outcomes

### Task #1 Project Management and Reporting

Activity (Commitment)	Expected Timeframe (Quarter/ FY)	Outputs (projected activities, deliverables, reports)	Outcomes (projected results, effects, improvements)	Actual Accomplishments this Quarter
Negotiate a Memorandum of Understanding with Project partner – Carnegie Mellon University	Immediately upon receiving grant award	Signed memorandum that documents roles and responsibilities	Increased coordination and understanding of areas of responsibility.	
Establish tracking system to track trainees: <ul style="list-style-type: none"> <li>Forms and process refinement to meet the needs of this project</li> <li>Utilize existing trainee database</li> </ul>	4/2010	Intake and database system using experience from prior grants	Better tracking of trainees through the admission, training, and job placement phases of the project. Improved identification of needs, problems, and barriers to employment.	
Reporting: <ul style="list-style-type: none"> <li>Prepare progress reports on a timely basis</li> </ul>	On-going after start of project	Regular communication with program officer that communicates project status and next steps required to fulfill project responsibilities.	Program reports filed on a timely basis.	
Training: Attend EPA training sessions, conferences, and webinars		Attend August conference	Improve knowledge about green jobs. Increase opportunities for networking.	



## Task #2 Recruit and Select 50 Trainees

Activity (Commitment)	Expected Timeframe (Quarter/ FY)	Outputs (projected activities, deliverables, reports)	Outcomes (projected results, effects, improvements)	Actual Accomplishments this Quarter
Develop a marketing and public relations plan to support program activities.	Immediately upon acceptance of the Cooperative Work Agreement. On-going revision through the life of the project.	Completed marketing plan that outlines strategies to build awareness and recognition in targeted business, social service, and green jobs sectors. The plan will support the on-going operation of the program by developing success profiles that can be used to build awareness of the project.	Improved image and awareness of the program and development of success profiles documenting trainee achievements.	
Develop collateral materials including: <ul style="list-style-type: none"> <li>fact sheet for potential participants</li> <li>application form</li> <li>short program description</li> <li>“boiler plate” text used when communicating about the program</li> <li>employer fact sheet</li> <li>employer information system</li> </ul>	December 2010	Finished collateral materials	Increased awareness of program. Consistent communication message established.	
Identify target audiences for potential trainees including the following sources: <ul style="list-style-type: none"> <li>Internal Heritage client lists</li> <li>Braddock Employment and Training Center clients</li> <li>CareerLink and Three Rivers Workforce Improvement Board lists</li> <li>Mon Valley Initiative client list</li> <li>Allegheny County Jail Program participants</li> </ul>	October 2010 – February 2011	Targeted list of at least 350 names reaching desired program participants.	Meet or exceed recruiting targets.  Better serve hard-to-reach populations.	





Schedule meetings with potential sources of recruits identified in #3.	October 2010 – May 2011	4 meetings with community groups to build targeted participant list.	Access to at least 350 potential trainees from their client lists.	
Schedule community meetings to inform potential participants.	October 2010 – May 2011	Schedule and conduct at least 4 community meetings.	Meet or exceed recruiting targets.	
Identify and select trainees who meet target demographics and have the ability to be successful in the program.	October 2010 – June 2011	Meetings and assessments with at least potential 100 trainees.	Better alignment of program and trainee goals.	
Create testing and admissions process to support program goals.	October 2010	Flexible testing system established.	Refine process used in current DOL Project.	
Create a support system that will help trainees prepare for program success including strong linkages with providers of remedial education and other supports.	February 2011	System for remedial help and assistance established based upon the needs of trainees.	Refine process used in current DOL Project.	



### Task #3 Community Involvement

Activity (Commitment)	Expected Timeframe (Quarter/ FY)	Outputs (projected activities, deliverables, reports)	Outcomes (projected results, effects, improvements)	Actual Accomplishments this Quarter
Establish and formalize relationships with community and business groups.	On-going beginning October 2010	Conduct 2 meetings with community and business leaders.  Input received, offers of assistance accepted, and resources required.	Improved information about employer needs. Closer alignment between Project goals and community. Additional resources and assistance acquired.	
Schedule and conduct meetings, open houses, and create an e-mail list to disseminate information to community partners.	On-going beginning October 2010	2 meetings and open houses conducted. E-mail information list established with monthly updates to partners and potential employers.	Awareness, assistance, and resources secured. Job openings identified and training needs uncovered.	



Task #4 Create new curriculum materials and repurpose existing curriculum materials that are closely aligned with needs of targeted employers in the local area.

Activity (Commitment)	Expected Timeframe (Quarter/ FY)	Outputs (projected activities, deliverables, reports)	Outcomes (projected results, effects, improvements)	Actual Accomplishments this Quarter
Finalize instructional goals and instructional plan.	January 2011	Measurable goals and completed instructional plan.	Focused instruction that meets the needs of trainees and employers. Meet or exceed placement goals of 32 (65%).	
Contact employers to determine their employment needs.	October 2010 - February 2011	Identified 3 prospective employers and interviewed to prepare curriculum materials.	Focused instruction that meets the needs of trainees and employers. Meet or exceed placement goals of 32 (65%).	
Review existing instructional materials and customize applicable materials that fit the needs of this program.	October 2010 – February 2011	Repurposed curriculum materials that meet instructional goals for this program.	Leverage existing DOL and EPA investments by selectively reusing materials.	
Create new materials that meet training goals.	February 2011	New materials created.	Custom materials that fit the needs of employers and trainees.	
Seek bids, evaluate vendors, and award contracts for core training and specialized technical training segments.	January 2011 – March 1011	RFP process established, offers reviewed, and contracts awarded in compliance with EPA regulations.	High quality training at the best possible price.	
Develop agreement with host for field experience.	January 2011 – March 1011	Field experience arranged and agreement signed.	Field experience providing hands-on application of learning.	





**Task # 5 Train and Graduate 38 Individuals**

<b>Activity (Commitment)</b>	<b>Expected Timeframe (Quarter/ FY)</b>	<b>Outputs (projected activities, deliverables, reports)</b>	<b>Outcomes (projected results, effects, improvements)</b>	<b>Actual Accomplishments this Quarter</b>
Locate training facilities	November 2010 – February 2010	Facilities agree to host program.	Comfortable facility that meets the instructional needs of the program.	
Establish schedule for training including decision regarding alternative delivery options.	January 2011	Program scheduled	Ability to reach largest number of potential participants based upon a flexible, delivery formula.	
Facilitate training sessions	March 2011 – August 2011	Curriculum delivered to trainees.	Satisfactory evaluations from students. Skilled trainees that well received in the job market. Good employer feedback.	
Apply case management model to participant retention.	December 2010 – August 2012	Case management system established.	Meet or exceed original graduation and retention goals. Number of referrals to resources and support providers.	
Train and graduate 38 individuals.	March 2011 – August 2011	Graduate 38 trainees	Meet or exceed original graduation and retention goals.	



## Task # 6 Develop Job Opportunities

Activity (Commitment)	Expected Timeframe (Quarter/ FY)	Outputs (projected activities, deliverables, reports)	Outcomes (projected results, effects, improvements)	Actual Accomplishments this Quarter
Establish network to locate job openings.	October 2010 – August 2012	Meeting attendance and presentations to community groups.	Awareness of programs in local green jobs community.	
Establish relationships with local employers that will lead to the hiring of graduates.	December 2010 – August 2012	10 face-to-face meetings with employers	Strong relationships with local employers that provide input to the planning process and access to job openings.	
Create a system to track job openings and disseminate those openings to program participants.	February 2011	System established	Achievement of the employment goal of at least 32 (65%)	



**Task #7 Place and Track Trainees in Jobs**

<b>Activity (Commitment)</b>	<b>Expected Timeframe (Quarter/ FY)</b>	<b>Outputs (projected activities, deliverables, reports)</b>	<b>Outcomes (projected results, effects, improvements)</b>	<b>Actual Accomplishments this Quarter</b>
Meet with employers and business community on a regular basis	October 2010 – August 2012	6 face-to-face meetings with employers.	Meet or exceed placement goals of 32 (65%)	
Schedule career events with potential employers.	May 2011 and August 2011	2 career events	Meet or exceed placement goals of 32 (65%)	
Establish at least monthly contact with trainees during the one year tracking period.	March 2011 – August 2012	Regular phone or e-mail contact with each trainee at least 1 time per month.	Facilitate employment, troubleshoot participant problems, and make referrals for assistance.	
Refer trainees to open jobs.		Each trainee will be referred to at least 2 employers with job openings.	Meet or exceed placement goals of 32 (65%)	





Section 4.0 Budget

	Task 1 Project Management and Reporting	Task 2 Recruit and Select 50 Individuals	Task 3 Community Involvement	Task 4 Curriculum Development	Task 5 Train and Graduate 38 Individuals	Task 6 Develop Job Opportunities	Task 7 Place and Track Trainees	Total
Personnel	\$11,500	\$14,483	\$14,049	\$4,067	\$9,583	\$12,466	\$21,432	\$87,579
Fringe Benefits	\$2,415	\$3,041	\$2,950	\$854	\$2,012	\$2,618	\$4,501	\$18,392
Travel	\$2,287	\$500	\$585	\$500		\$500	\$525	\$4,897
Equipment								
Supplies*	\$500	\$1,500	\$500		\$1,600	\$500		\$4,600
Contractual					\$49,700		\$1,332	\$51,032
Other	\$2,500	\$2,500	\$10,000	\$5,000		\$8,500	\$5,000	\$33,500
Total	\$18,202	\$22,524	\$28,085	\$10,420	\$62,895	\$25,083	\$32,790	\$200,000



Attachment 2 – Budget Detail  
Brownfields Job Training Grant  
Heritage Community Initiatives  
06/18/2010

Personnel	Annual Salary		Est. Annual Cost	Project Totals
Project Director	\$60,000	20%	\$12000	\$23,000.00
Outreach Manager	\$50,000	20% March - December 2011	\$10000	\$ 8,330.00
Curriculum Manager	\$50,000	100% January - June 2012	\$25000	\$ 25,002.00
Job Placement Manager	\$50,000	20% Feb 2011 - August 2011	\$5833	\$5,833.00
		30% Oct 2010 - April 2011	8750	\$8,750.00
		50 % May - Dec 2011		\$16,664.00
			<b>Total</b>	<b>\$87,579</b>
Travel				
In State				
Travel for local meetings, job development, and referrals @ 50 miles per trip at \$.50 cents per mile			\$1995	
Travel for an conferences @250 miles per trip x 2 trips, per diem of \$160 per person x2 person			\$890	
Out of State				
Travel to national conference				
Per Diem 2 people \$160 per night x 3 days			\$960	
Air fare: 2 people x \$500 round trip			\$1000	
Incidentals			\$52	
			<b>Total</b>	<b>\$4897</b>
Supplies				
Office supplies				
Mailings 3mailings @400 each			\$1200	
Printing for instructional guide (50 copies x .10 cents per page x 200 pages)			\$1000	
Printing: fact sheets, applications, brochures			\$800	
Office supplies			\$400	
Instruction supplies			\$1200	
			<b>Total</b>	<b>\$4600</b>
Contractual				
Technical Training ENV			\$30,000	
Technical Training DECON			\$12,600	



Technical Training COMPUTER  
Applicant Medical Review  
Insurance  
Certification  
Career training

\$3000  
\$1500  
\$2000  
\$1332  
\$600

Total \$51032

Other  
Sub award to Steinbrenner  
Heritage management fee

\$20,000  
\$13,500

Total \$33,500

Total  
Budgeted  
Cost \$200,000





**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**


**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.



9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		TITLE	
		Interim President and CEO	
APPLICANT ORGANIZATION		DATE SUBMITTED	
Heritage Health Foundation, Inc. DBA Heritage Community Initiati		July 8, 2010	

